In the name of Allah, the Gracious, the Merciful

Psychology of Achievement - Success

8 Facets of Life:
1. Family
2. Career
3. Health
4. Personal Growth
5. Friends & relationships
6. Financial situation
7. Leisure activities
8. Home Improvement

Four Domains:
Work
Home
Community
Self

Problem ↓ Solution

4 Components of Happiness
Happiness
Achievement
Significance
Legacy

80/20 Rule

A **reed** before the wind **lives on** while mighty **oaks** do **fall**.

> **Success** is liking yourself, **liking what you do**, and liking how you do it.
> **Maya Angelou** Novelist

People who relied solely on **mental resolutions**: **35%** SUCCESS RATE

People who **clearly stated when** and **how** they'd act: **91%** SUCCESS RATE

A LIFELONG JOURNEY
SUCCESS AS A CONTINUOUS PROCESS

- What are you trying to achieve?
- What are you trying to preserve?
- What are you trying to avoid?
- What are you trying to eliminate?

Notebook

Carpe Diem
Seize the Day

KNOW YOUR GOALS
Business leaders suggest that every strong plan includes four stages:

1. **Purpose:** your task, but also your vision and values.
2. **Goals:** what you will do to work toward this purpose.
3. **Strategies:** how you will achieve these goals.
4. **Action plans:** what must be done by when, and by whom.

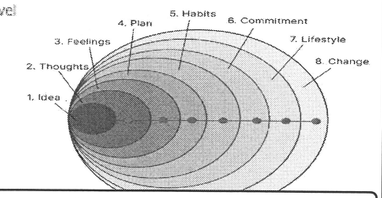
Motivational Needs
- Achievment
- Power
- Affiliation

REAL WELL-BEING
- P Positive emotions
- E Engagement
- R Relationships
- M Meaning
- A Accomplishment

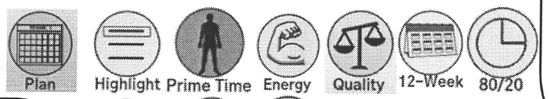
Flourishing
Floundering

> The **perfect** is the enemy of the **good**.

How Change is Created



Until we can manage time, we can manage nothing.



8 Ways of Enjoying Something
1- Discovery
2- Sensation
3- Fantasy
4- Narrative
5- Challenge
6- Fellowship
7-Expression
8-- Submission / abnegation
Sitting back and switching off.

> The person who **chases two** rabbits, **catches neither**.
> Proverb

Get / Give Support:
1. Emotional
2. Instrumental
3. Informational

Emotional Intelligence
- Tolerate uncertainty
- Cope with inevitable ups and downs of life
- Handle conflicts
- Communicate effectively
- Help others people feel less stressed
- Motivate other
- Build long-lasting relationships

Beating Procrastination

1. Get someone else to set you a deadline
2. Trick yourself – mix boring and interesting tasks together
3. Limit your distractions
4. Find the challenge in something you find not wanting to do
5. Find you role models
6. Teach yourself good habits by rewarding yourself

Get Attitude Smart

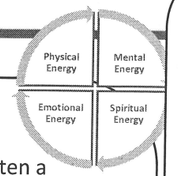
Be Passionate: Your level of emotional investment in any enterprise is often a principal driver of success. Believing in a vision also gives you a compass to steer by.
Take Charge: Seize the initiative, knowing that you have sole responsibility for creating your own success.
Maintain Perspective: Avoid focusing on the detail before you have the bigger picture in mind. The nitty-gritty is for later, once the outline of the wider plan has been formulated.
Use your Toolkit: Make best use of the resources at your disposal. Time, money, objects, people. Use them wisely and wield them creatively.
Embrace Failure: Don't take it personally or let it diminish your enthusiasm.
Listen to Yourself: Follow your inner voice. Do your best not to be swayed by peer pressure or naysayers.
Stay Positive: An optimistic mindset will bring you constructive results. It will give you tenacity to triumph over obstacles.

Staying on Track

Set expectations: Know what you want, and why you want it. In low moments, you'll have a clear picture of where you're going and can remind yourself why it's worthwhile.
Make a conscious decision: You don't have to mentally shout "I DECIDE!" every 10 minutes, but you will benefit from telling yourself at regular intervals that you've chosen to do this, that you had good reasons for making this choice, and that consistency will help you get there.
Be accountable: Write down your goals so that they're there in front of you and you can remember why you set them originally. As much as possible, break them down into smaller chunks, which will give you a feeling of progress. If possible, tell someone supportive about your goals so they can help you identify options or encourage you when you lose energy.
Be Good: There will be days where you're sick, have a crisis, or just can't face it. If you regard that as a failure, you'll give up; if you shrug, you can get back on track and you'll be fine.

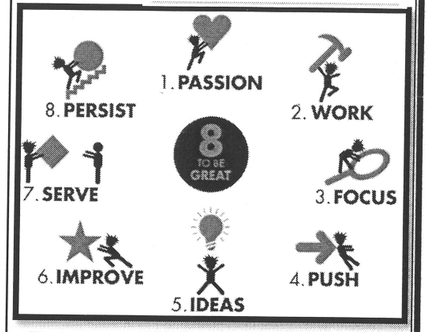
5 Steps to Optimism

1. Identify and prioritize your top goals 2. Break them down into steps.
3 Appreciate that there's more than one way to reach a goal. 4. Tell and hear success stories.
5. Stay light and positive.

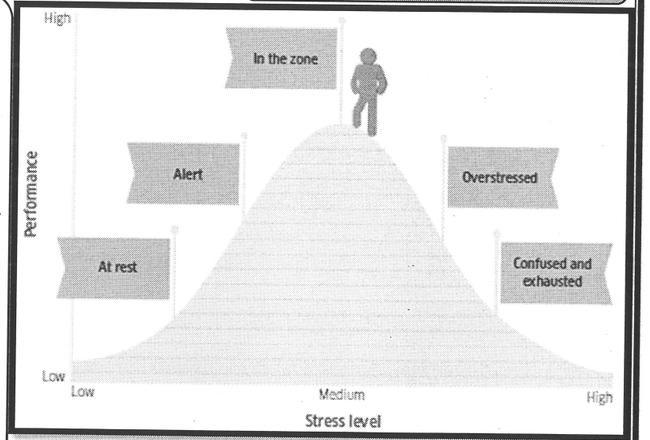


Work Smart – Not Hard

⌂ Work smart, not long. Again, this is about priorities: eat your frogs, give yourself fixed times to complete tasks, and prioritize the essentials.
⌂ Take breaks during the day, even if they are short.
⌂ Draw a line between work and home. If you *have* to take work home, make sure you enjoy some totally work-free time.
⌂ Time worrying about work adds to your stress just as much as time spent actually working.
⌂ Friendships, exercise, and leisure activities keep you going. Don't cut them out: they're the oil that keeps your gears turning.



OPTIMUM PERFORMANCE
Set Goals with Some Urgency



Just Do It
⌂ See the big picture
⌂ Clean the clutter
⌂ Just take one step
⌂ Do not over analyze – Analysis paralysis
⌂ If you can do it once, you can do it again
⌂ There is enough

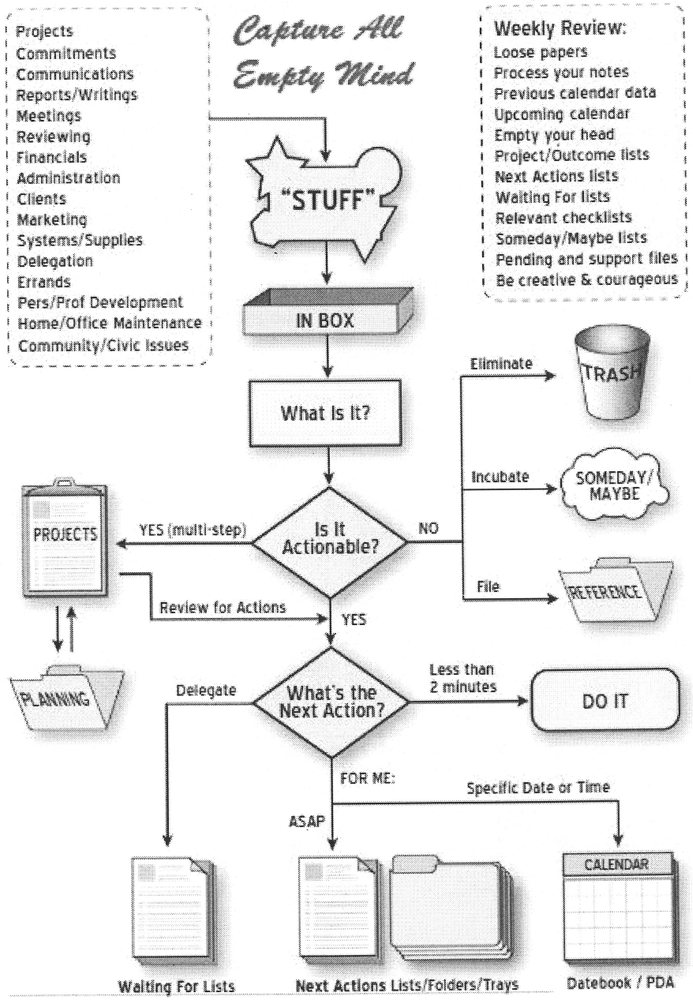
> **Be yourself.** Everyone else is already taken.

THE MEMORY PALACE

Success
To fit, or to grow? Create your own niche
Dog chasing cars gets them no-where
Be industrious, yet playful, Start small and build up
Do not be afraid of Success
Be like a reed, watch out for blind spots, wild horses
Be a satisfier, not a perfectionist
Impostor syndrome, make your own luck

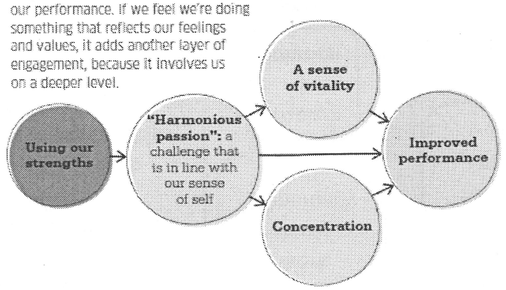
Prepared by: B. Khokhar – Ver. 1

Getting Things Done — Quick Reference Card



HARMONIOUS PASSION

Psychologist Robert J. Vallerand observes that feeling a harmonious passion for a task–that is, our interest in it is deep enough to be part of our identity–can greatly improve our performance. If we feel we're doing something that reflects our feelings and values, it adds another layer of engagement, because it involves us on a deeper level.


Using our strengths
"Harmonious passion": a challenge that is in line with our sense of self
A sense of vitality
Improved performance
Concentration

Time Management Techniques

The Two-Minute Rule: The 2-minute rule states that if a task takes less than 2 minutes to complete, you should do it immediately. Don't touch it twice—once you start a task, complete it instead of leaving it halfway. Starting and stopping a task can increase the completion time by five times.

Rule of 72: Never make a decision when you are hungry, angry, tired, or lonely. Wait at least 72 hours before making an important choice.

Daily Highlight: Setting a daily highlight means choosing one main task for each day that you prioritize and commit to completing no matter what. Ask yourself: *What is the one thing I want to accomplish today? What will make this day feel successful or fulfilling?*

If It's Not a "Hell Yes," Then It's a "Hell No"

Ask "Who," Not "How": When faced with a task or idea, we often ask, *How can I do this?* Instead, ask: *Who can do this for me?* This saves time, leverages others' expertise, and allows you to focus on what you do best.

Procrastination Is Wisdom: Pay attention to the tasks you procrastinate the most. Procrastination is often an internal signal telling you that you need help or should delegate the task. Ask yourself: *Who can do this for me?*

The 90-91 Rule: For the next 90 days, spend the first 90 minutes of your day on one task that will help you achieve your goals. This rule ensures consistency and focus during your peak productive hours.

The 12-Week Year Rule: Instead of setting annual goals, aim to achieve your 12-month goals in just 12 weeks. This creates urgency and improves execution. Even if you fail in the first 12 weeks, you still have three more attempts by the end of the year.

Biological Prime Time: Identify the time of day when you are most energized and productive, and schedule your most important tasks during that period.

The 80% Rule: You can get 80% of a project done quickly. **0-80%** is usually easy. **80-90%** is very difficult. **90-100%** is extremely hard.
Instead of trying to make something perfect before getting feedback, share it at 80% completion to avoid unnecessary work.

Eat the Frog First: Tackle the most significant and challenging task first thing in the morning. Completing the hardest task first gives you momentum and energy for the rest of the day.

Parkinson's Law: Work expands to fill the time available for its completion. If you give yourself 4 hours for a task, it will take 4 hours. If you set a deadline for 1 hour, it will take 1 hour. Set shorter deadlines to increase productivity.

The 80/20 Rule: 80% of your results come from 20% of your activities. If you have 10 tasks, two of them will bring you more results than the remaining eight combined. Identify and focus on those two tasks.

The ABCDE Method: **A** priority-setting technique where you rank your tasks:
A – Most important **B** – Important but not urgent **C** – Nice to do **D** – Delegate **E** – Eliminate Tackle tasks in this order.

Time Auditing: Keep a detailed record of your daily activities to identify where your time is wasted and improve efficiency.

Don't Break the Chain: Pick a task or habit and track it on a calendar. Each day you complete it, mark it down. Over time, you will build a chain. The goal? **Never break the chain.**

Energy Management Over Time Management: If you read a book for 10 minutes but remember nothing, time wasn't the issue—energy was. Maintain high energy through: Adequate sleep Regular exercise. Taking breaks.

The Zeigarnik Effect: Unfinished tasks stay in our minds until completed. Start a task, take a break, and let your subconscious mind work on it in the background. Avoid leaving small administrative tasks unfinished as they drain mental energy.

The Pomodoro Technique: We lose focus after about 25 minutes. To maximize productivity: 1. Work for **25 minutes 2. T**ake a **5-minute break 3.** Repeat for **4 cycles**, then take a **30-minute break**

Batch Processing: Group similar tasks together to reduce startup time and focus more efficiently.

The Salami Slice Method: Break large tasks into small, manageable "slices" and commit to completing just one slice at a time. This method is especially useful for tasks you tend to procrastinate on.

Outcome Visualization: Visualize the desired outcome of your goals to maintain motivation and clarity.

Warren Buffett's 25-5 Rule: Write down your top **25 career goals**. Circle the **top 5** and focus only on them. Avoid the remaining **20 at all costs** until the top 5 are accomplished.

The Feynman Technique: Deepen your understanding of concepts by explaining them as if you were teaching someone else. Simplifying complex ideas ensures clarity and mastery.

The Five Whys Technique: When a problem arises, ask *Why?* five times to identify the root cause. This prevents recurring issues and saves time.

Habit Stacking: Build new habits by attaching them to existing ones. Example: *After brushing your teeth, immediately meditate for 5 minutes.*

Rest and Sleep: Sleep is the **most productive** thing you can do in a day. Adequate rest enhances brain function and productivity.

Quality Time Over Quantity Time: Spending time with family and loved ones is about **quality, not quantity**.

Say No Often: Every "yes" to something is a "no" to something else. Choose wisely.

Work in Blocks: Manage your day in **three blocks**:1. **Strategic Block** – 3+ hours of deep work 2. **Buffer Block** – Emails, calls, admin tasks 3- **Breakout Block** – Rest and recovery

Theme Your Days: Assign specific activities to specific days (e.g., Admin tasks on Mondays, meetings on Fridays) to stay organized.

Decision Fatigue: Reduce unnecessary decisions (e.g., planning meals and outfits in advance) to save mental energy for important tasks.

The Power of Routine: A consistent daily routine helps build habits and reduces reliance on willpower.

Digital Detox: Regularly disconnect from digital devices to reduce distractions and mental clutter.

Respect Your Future Self: Before making a decision, ask: *Will my future self thank me for this?* If not, reconsider.

The Spotlight Effect: Most people are too focused on themselves to notice or judge you. Relax and do your thing.

The Ulysses Pact: Make choices in the present that force your future self to follow through. Example: Delete social media apps to limit distractions. Set up automatic savings transfers.

Plan Your Week Before It Starts: Structure your **168 hours** in advance to align with your long-term goals.

Always Carry a Notebook: Your subconscious is always working on solutions. Carry a notebook to capture insights as they come—they might be your best ideas.